Memorandum of Understanding

This document constitutes a Memorandum of Understanding (MOU) between
_____ (your agency's name here) and local
partners regarding _____ (name of project here). Those local
partners are: _____ (list all local partners if one
MOU or each separately if separate MOU's).

History
_____ (Your agency's name here) has worked with
each of these local partners addressing _____ (an
example is Domestic Violence). For the purpose of _____
(name of project here), each of these groups indicated a willingness to work with
_____ (your agency's name here) to address the
unique and varied concerns of this project.

Agency Roles and Responsibilities
Your Agency's Name
Describe your role and responsibilities for this project.

Local Partners
All local partners agree to provide those services detailed within this MOU. All
local partners agree to coordinate the project activities of all local groups
participating in their local portion of this project. All local partners agree to abide
by federal and state guidelines regarding equal opportunity, Drug-Free
Workplace and financial reporting.

> Participating agency's name, roles, and responsibilities as they relate to
> this project.

Planning and Development Team
The planning and development team will oversee all phases of this project's
operation. Members of the team will include:

List all team members

This planning and development team will meet at least 2 times a year to
coordinate each local partner's efforts.

Resources
Your agency's Name here
List all resources that you will be contributing towards this project. For example:
staff time, meeting space, supplies, etc.

List local partners here along will all resources that they will be contributing towards this project.

I hereby agree to serve as the lead agency for my sections of this project, and I agree to abide by the terms and conditions contained in this Memorandum of Understanding between _____ (your agency's name here) and my agency for the purpose of _____ (project's name here).

_____
Name of individual, title, Your agency name

_____
Name of individual, title, agency's name

Etc.….